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Report for Week Ending 31 October 1956
from
RECORDS DISPOSITION BRANCH

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Project 6-40 - Office of Central Reference [REDACTED]

As of this date 11000 cubic feet of records have been inventoried, evaluated and segregated into 318 items on preliminary records control schedules. Schedules are being drafted for Biographic Register. Project is 48% complete.

Project - Special Register [REDACTED]

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File system has been installed office of the Chief, Special Register. Installation is continuing in the Information Staff. Project is 25% complete.

General Information

Final drawings for the proposed expansion of the Records Center have been received for review and preparation of a contract.

The Area Records Officer, SO has contacted us regarding preparation of a records control schedule for the field. Methods of getting the job done have been discussed and staff assistance offered. This matter will be followed up.

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Miss [REDACTED] returned to duty this week.
Mr. [REDACTED] is attending the IOC course.

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